

# Faculty of Biology, Medicine and Health School of Biological Sciences

## Health and Safety Statement of Intent, Organisation Control, Responsibilities and Roles

## Statement of Intent

The School of Biological Sciences fully recognises and accepts its duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and associated legislation.

It is the policy of the School to pursue the highest standards of Health and Safety in all of its activities. Minimum compliance with legal requirements is not the objective and we seek progressive, continuous improvement in safeguarding all staff, students, visitors and others who may be affected by our work activities.

This statement of intent identifies the essential elements of our safety management system and details the commitment the School has for maintaining and improving safety management standards. So far as is reasonably practicable, we will provide a safe work environment that meets all relevant statutory requirements.

Our employees and students are our key resource and it is crucial that risks to their safety are properly controlled through an effective safety management system. We expect staff, students, visitors, and others who work and study with the School to share this commitment by complying with our policies and procedures and to understand that they also have a legal and moral obligation to themselves and to others.

The School acknowledges that good Health and Safety is a core management function that should be fully integrated into the management of its key activities. The avoidance of significant risk to the safety of people is a key business priority.

To do this effectively the School takes a systematic approach to identifying risks and ensuring that resources are allocated proportionally to manage them. In addition to having in place the School Health and Safety statement of intent and organisation, supporting local arrangements are in place to examine work activities and make suitable and sufficient assessments of all significant Health and Safety risks. These assessments will determine priorities and set objectives for eliminating hazards, reducing risks and achieving a progressive reduction in accidents and injuries.

The School recognises the importance that strong strategic leadership and effective management control plays in establishing a positive safety culture and preventing incidents and accidents at work. We are committed to improving safety performance and this statement provides the framework for this goal to be achieved. The School values the important contribution that staff and safety representatives make in improving safety standards. A partnership approach to managing safety is crucial to the School meeting its objectives for maintaining and improving safety performance.

The School will ensure that adequate resources are allocated to support the requirements of this statement, which complements that of the University of Manchester:

<http://documents.manchester.ac.uk/display.aspx?DocID=654>

The Head of School makes this statement on behalf of the School, as the employer, and takes primary responsibility for the setting of standards to ensure the safety of all employees and others who may be affected by our activities.

## Our Commitment

The School believes that good safety management is an important and integral part of any employer's social and corporate responsibility. Reducing risks in the workplace reduces costs and ultimately benefits the business and the avoidance of significant risk to safety of people is a key business priority.

We are committed to achieving high standards in the safety for all staff, students, visitors and others who may be affected by our activities.

The School accepts that the implementation of an effective Health and Safety statement of intent contributes to the performance of the School by:

- Having strategic plans which set Health and Safety goals, acknowledge the resources required to achieve those goals and provide clear direction for the School to follow;
- Taking Health and Safety into consideration in all relevant strategic planning in respect of teaching, research and all other business decisions;
- Ensuring that significant safety issues arising from operational and functional changes across the School are suitably addressed;
- Ensuring that Health and Safety performance and development needs of staff are fully considered;
- Submitting annual School safety reports;
- Ensuring that managers across the School implement requirements of this policy and allocate resources for Health and Safety according to risk;
- Ensuring managers attend and chair relevant Health and Safety meetings and oversee formal Health and Safety inspection programmes;
- Supporting staff and student development needs, encompassing information, instruction, supervision and training;
- Recognising that the prevention of accidents and incidents at work and the health and wellbeing of all staff and students requires effective management and that managers approve risk control systems;
- Developing a positive safety culture system that will allow the School to maintain, monitor and improve safety performance;
- Maintaining effective means for communication and consultation on safety matters;
- Committing to a collaborative approach which recognises the important contribution that staff and their representatives can make to improve safety;
- Providing safe equipment and working conditions and ensuring all premises, plant and systems of work provided by them or under their control, or as specified in agreements with others, are maintained without compromise to Health and Safety;
- Having in place plans for dealing with emergencies and their effects;
- Ensuring that activities undertaken by the School are suitably managed and do not present a foreseeable risk to non-employees (including placement and fieldwork activity);
- Ensuring that arrangements are in place for all new staff and students to receive corporate, Faculty, School and local Health and Safety induction when joining the School;
- Providing access to competent specialist Health and Safety advice via the School Compliance and Risk Manager and specialist advisors;
- Ensuring that via the process of hazard mapping and risk profiling that all significant risks to staff, students, and others are suitably assessed and controlled;

- Implementing a clear and well disseminated safety management system by which managers and academic supervisors are able, where appropriate, to delegate the assessment and control of risk to those who are trained and competent to do so;
- Working in line with the University's arrangements for the management of shared workplaces and liaising with the Directorate of Estates and any other parties regarding any issues where there is a joint responsibility.

## Your Commitment

The School expects all staff, students, visitors and contractors to co-operate on safety matters, take care of their own safety and that of others who may be affected by their actions.

In particular by:

- Not undertaking any actions which constitutes a danger to yourselves or others;
- Not intentionally or recklessly interfering or misusing anything provided in the interests of safety;
- Cooperating with the School and supporting its policies and procedures on Health and Safety;
- Bringing to the attention of your manager any situations or practices that may lead to injuries, or damage to plant or equipment;
- Using all materials and equipment in a safe and responsible way;
- Maintaining good housekeeping in areas in which you are working;
- Reporting all near misses, incidents, and accidents;
- Undertaking all such safety training as is relevant to your work activities;
- Setting a high standard of Health and Safety at all times;
- Being involved in decisions that will affect your Health and Safety and promote best practice.

**Signed by:**

**Professor Jane Worthington (Head of School)**

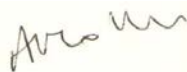
**Signature:**



**Date:** February 27<sup>th</sup>, 2017

**Dr Alison Howorth (Head of School Operations)**

**Signature:**



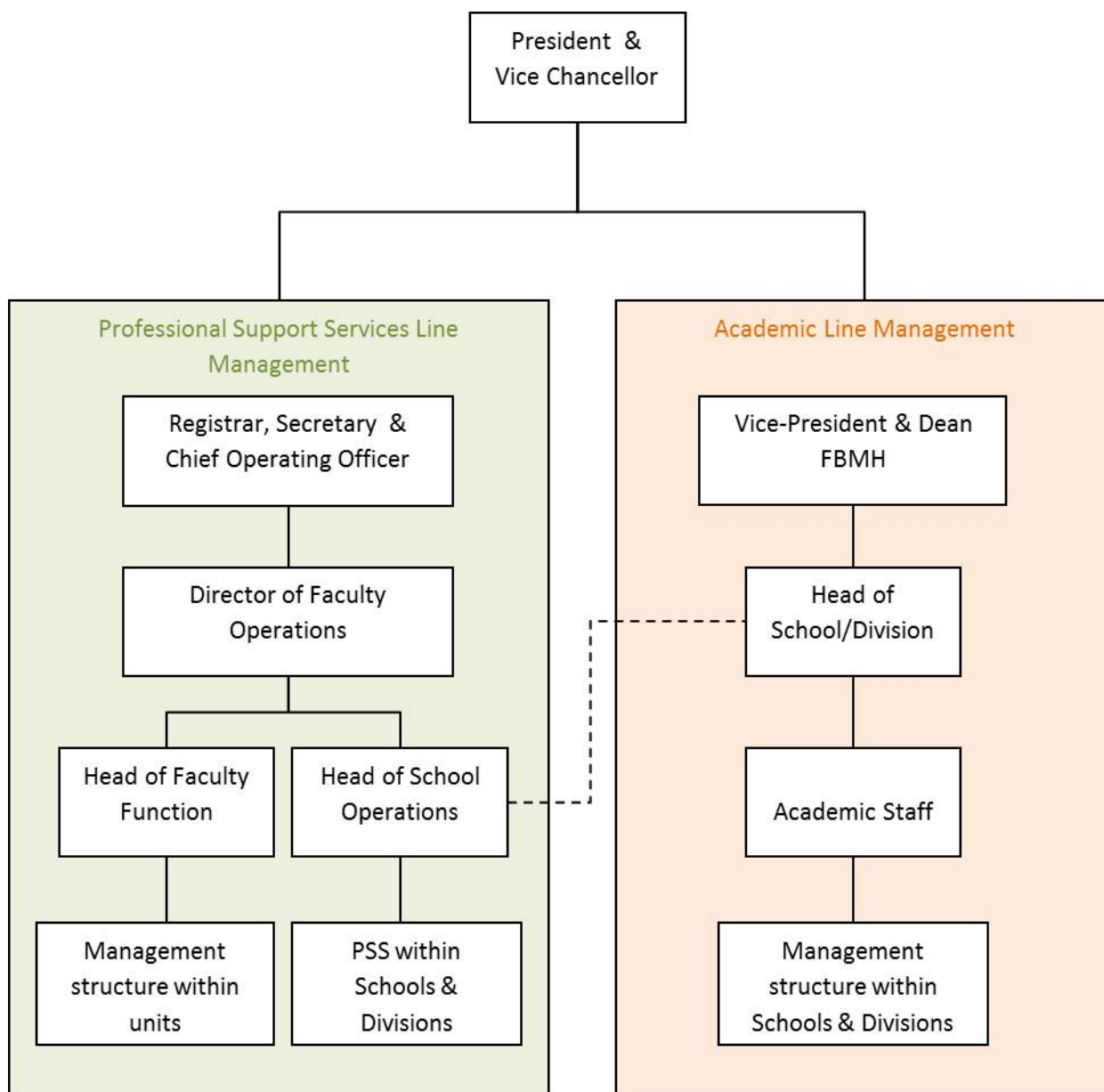
**Date:** February 27<sup>th</sup>, 2017

**(A signed copy will be kept on file)**

**The following document describes the Faculty organisational control, responsibilities and roles:**

## Organisational Control, Responsibilities and Roles

In the Faculty of Biology, Medicine and Health the following Health and Safety management structure has been agreed:



**The Vice-President and Dean of the Faculty of Biology, Medicine and Health** is responsible for the health, safety and wellbeing of all staff, students, visitors and others who may be affected by the activities of the Faculty and is accountable to the President and Vice Chancellor.

The Vice-President and Dean will be responsible for ensuring that the arrangements for Health and Safety for staff and students located within the partner NHS Trusts are appropriately addressed, as set out in the University Health and Safety Arrangements, Chapter 20: University and NHS Trust Shared Premises – health and safety arrangements for the management of jointly Shared Workplaces.

<http://documents.manchester.ac.uk/display.aspx?DocID=14772>

**The Vice-President and Dean of Faculty** will establish and Chair a Faculty Health and Safety Committee. Although responsibility for Health and Safety within the Faculty lies with the Vice-President and Dean, all Health and Safety matters concerning Schools and Divisions within the Faculty have been devolved to the relevant Heads of School / Division. A list of the Schools and Divisions and the post to which responsibility has been devolved can be found at Appendix 1.

**The Head of School (HoS)** is responsible for the health, safety and wellbeing of all staff, students, visitors and others who may be affected by the activities of the School and is accountable to the Vice-President and the Dean of the Faculty of Biology, Medicine and Health.

The Head of School must ensure the following:

- Prepare, approve and keep up to date a local Health and Safety statement of intent in accordance with legal requirements and the policies and procedures of the University, as well as monitoring compliance against these policies and procedures;
- Establish and attend a School Health and Safety committee;
- Ensure that all persons who may be affected by the activities of staff and students are informed about the arrangements outlined in its Health and Safety statement;
- Where appropriate, approve statutory notifications and complete statutory compliance returns;
- Prepare an Annual Health and Safety monitoring report for inclusion in the Faculty Monitoring report;
- Ensure the provision of suitable and appropriate information, instruction, training and supervision to the staff, students and academic visitors under their control;
- Ensure suitable arrangements are in place for the preparation and approval of risk assessments, and that these are signed and kept up-to-date;
- Where appropriate, liaise with the University's Occupational Health Service on the necessity for health surveillance of staff and students;
- Ensure the reporting and investigation of accidents in accordance with University arrangements and guidance, (including those that occur off campus during organised placements, etc.)
- Provide such resources as are necessary to enable safety management practices to be implemented and effective throughout the school;
- When required to identify and appoint local specialist safety advisors (biological, radiological, laser etc.) as required to assist in the development, implementation, monitoring and review of the School/Division Health and Safety arrangements;
- Ensure suitable induction arrangements are in place for all new or transferring staff and students;
- Appoint a sufficient number of evacuation marshals and other personnel to assist in emergency procedures and evacuations.

Heads of Schools/Divisions may delegate the day to day management of Health and Safety to a senior academic colleague. For the avoidance of doubt, where responsibility has not been delegated in writing, it shall remain with the former.

**Academic Staff/Principal Investigators** are responsible for the management of all aspects of Health and Safety relating to research projects and also that of any staff, students or research participants associated with the project; this is assumed unless an alternative arrangement is agreed with the Head of School/Division and written down as part of the research documentation. In addition, they have a duty of care to their students whilst teaching. They are responsible for ensuring that their students are aware of and comply with University health and safety requirements.

**Principal Investigator responsibilities include:**

- Ensuring that risk assessments take place at the planning stage of any research proposal, and that the costs of implementing suitable risk control measures, and disposing of any hazardous substances or materials, are included in the funding arrangements;
- Ensuring that suitable and sufficient risk assessments are carried out for their work, and that those preparing them remain competent and receive appropriate training, resource, advice and support;
- Ensuring that all risk assessments (including COSHH risk assessments) are reviewed and kept up-to-date as the research proceeds, and that everybody involved in the work activity has read and understood the relevant risk assessment(s);
- Preparing and implementing relevant Safe Operating Procedures (SOP's) based on significant findings of risk assessments;
- Ensuring that risk control measures are implemented and continue to be effective;
- Understanding the University's Health and Safety policy statement, arrangements and guidance, how they are applied within the school, and within the working space of the research team;
- Maintaining suitable records of exposure to substances hazardous to health, in accordance with University policies, arrangements and guidance;
- Arranging for all appropriate Health and Safety training, including training identified in the risk assessment;
- Consulting additional expertise as and when competence cannot be provided from within the research team (and in particular, where multi-disciplinary or ground-breaking work introduces researchers to hazards they are unfamiliar with);
- Attending specialist committees (or sending a nominee) where notifiable activities are being considered;
- Liaising with school safety advisors and other special hazards advisors, and providing information on request about the risks and control measures;
- Complying with recommendations made as a result of inspections by school and University Safety Co-ordinators or formally submitting a written explanation for delayed or non-compliance to the appropriate safety committee;
- Ensuring that all research group members respond to, and co-operate with any requests for them to attend for health surveillance and advice.

**Teaching responsibilities include:**

- Ensuring that the students are familiar with the building's local arrangements, including first aid and fire alarms;
- In the event of an emergency evacuation, ensuring that all students have safely evacuated the premises;
- Completing a risk assessment for all practicals and making this available to all students, demonstrators, teaching and technical staff involved;
- Ensuring that all students wear the PPE specified in the risk assessment.

**The Director of Faculty Operations** is responsible for the Health and Safety of all professional support services (PSS) staff within the Faculty. Where PSS staff is devolved to a School, the day-to-day management of health and safety will reside within that Unit and will be managed by the Head of School/Student Operations and the Head of School. Day-to-day management of Health and Safety for PSS staff not assigned to a School will sit with the Director of Faculty Operations but may be devolved. The Director of Faculty Operations will manage health and safety on a day-to-day basis for the human resources, IT, estates and finance staff assigned to the Faculty, but it may be devolved.

**Head of School Operations:** The health and safety management of PSS staff assigned to a School lies with the relevant Head of School/Student Operations. The day-to-day management of the Health and Safety of

this group of staff resides within the School and as such is managed through the Head of School; however, they are accountable to the Director of Faculty Operations.

**Faculty Function Heads:** The health and safety management of PSS staff assigned to a particular Faculty Function lies with the Faculty Function Head, devolved from the Director of Faculty Operations.

**All staff and students:** Must take reasonable care of themselves and others who may be affected by their acts or omissions whilst at work and comply with both central and local policies and follow the procedures laid out in local arrangements and risk assessments covering activities, to enable the University of Manchester to discharge its legal duties with regard to Health and Safety.

## School, Faculty and University Arrangements

Key Health and Safety arrangements for the School (over and above those contained herein) mirror those which are contained in further detail on the University's Safety Services website under 'Arrangements Chapters' <http://www.healthandsafety.manchester.ac.uk/policy/arrangementschapters/>

## Local Arrangements

All Schools in FMHS are required to have a Health and Safety statement of intent with supporting local arrangements. A number of Biology, Medicine and Health staff and students work in space controlled by partnering NHS Trusts, and others. Others share premises with the staff and students of other Faculties or Schools. Due to this, detailed rules and procedures will be set out in local arrangements documents specific to each site.

These local arrangements will encompass all buildings relevant to the School and will cover all key areas including:

- Fire safety and evacuation arrangements
- First aid provision
- Risk assessment and risk control
- Off campus activities
- Lone working
- Monitoring and reporting arrangements
- Accident / incident reporting and investigation procedures
- Emergency arrangements
- Key contacts with Health and Safety responsibilities
- Shared premises arrangements

The specific local arrangements governing the procedures and activities undertaken by staff and students both on and off-campus are described within the Health and Safety pages of the FBMH intranet:

<http://www.staffnet.manchester.ac.uk/bmh/pss-activities/health-safety/>



## Health and Safety Committees

To ensure effective communication of health and safety matters, the Faculty has established a Health and Safety Committee structure as outlined in Appendix 2.

Membership of the Faculty Health and Safety Committee includes the Dean, all Heads of School (or their representative), the Director of Faculty Operations, CRUK-MI Chief Operating Officer, Head of Platform Sciences, Enabling Technologies & Infrastructure, Head of Faculty Planning, Compliance, Governance & NHS, Head of Faculty Estates, the Faculty Compliance and Risk Senior Manager and Trade Union representatives.

Each Head of School will be responsible for chairing a School Health and Safety committee; matters that cannot be resolved locally should be escalated to the Faculty Committee, where necessary. The Chair of each committee will, by agreement of the Faculty have sufficient authority to act upon any issues or concerns. Minutes of all Divisional meetings should be sent to the appropriate Heads of School.

As part of the Shared Premises Agreement, Partner Trusts have responsibility for ensuring health and safety management, so far as is reasonably practicable of any persons within their areas of control. Faculty representatives will attend Trust Strategic Health and Safety Committees at Central Manchester NHS Foundation Trust, Christie Foundation Trust, Salford Royal Foundation Trust and University Hospital South Manchester. Minutes of these meetings will be sent to each Head of School with activity on that site. Any issues arising will be raised at the Faculty Committee. Issues that cannot be dealt with at the Faculty Committee will be referred to the Associate Dean for Clinical Affairs.

Terms of Reference for the Faculty Health and Safety Committee and all supporting FBMH Health and Safety Committees are set out separately. Terms of Reference outline the purpose, remit and role of each Committee within the structure and are reviewed and updated by each Committee, as required.

## Monitoring and Review

To ensure that the Faculty is meeting the requirements of the University, the Vice-President and Dean will ensure regular monitoring of Health and Safety performance is undertaken. This will be done through:

- Representation from all Schools on the Faculty Health and Safety Committee;
- Feedback from Schools and Institutes regarding specific Health and Safety issues as they arise at Faculty Leadership Team or on request;
- Monitoring of accident reports and subsequent investigations;
- Schools and Faculty Monitoring Reports;
- Audits / Inspections / Safety Sampling / Investigations carried out by the Faculty;
- Health and Safety is a standing item on the Faculty, School and Division Leadership Team meeting agendas;
- Monitoring of the Faculty Health and Safety Action Plan and associated goals;
- Review of accident and incident rates / trends at the appropriate committees;
- To produce a risk profiling inventory / risk register;
- Annual review of Risk Assessments and Risk Control Standards;
- Regular Safety Inspections carried out by SSA's and other safety personnel;
- Managers carrying out / engaging in safety inspections / tours;
- Health and Safety Management Profile (HASMaP) Audits;

- Monitoring and review of relevant Health and Safety arrangements, as well as Trust site audits of linked NHS sites;
- School academic lead for Health and Safety reporting to the relevant School Leadership Team.

Accident and Incident statistics for the School are reported through Safety Committees at quarterly intervals. The Committees also take an overview of the general safety standards and performance across the Faculty.

## **Statement of Intent Approval and Distribution**

This statement will be formally approved by the School Health and Safety Committee. The statement will be reviewed annually by the School Compliance and Risk Manager (or sooner if there are any changes to personnel, structure, legislation or following a significant event) and approved at the School Committee.

The statement will be brought to the attention of all staff and students via email and will be available to read on the Faculty Health and Safety intranet pages.

## Appendix 1

### List of the Divisions and the post to which Health and Safety responsibility has been devolved:

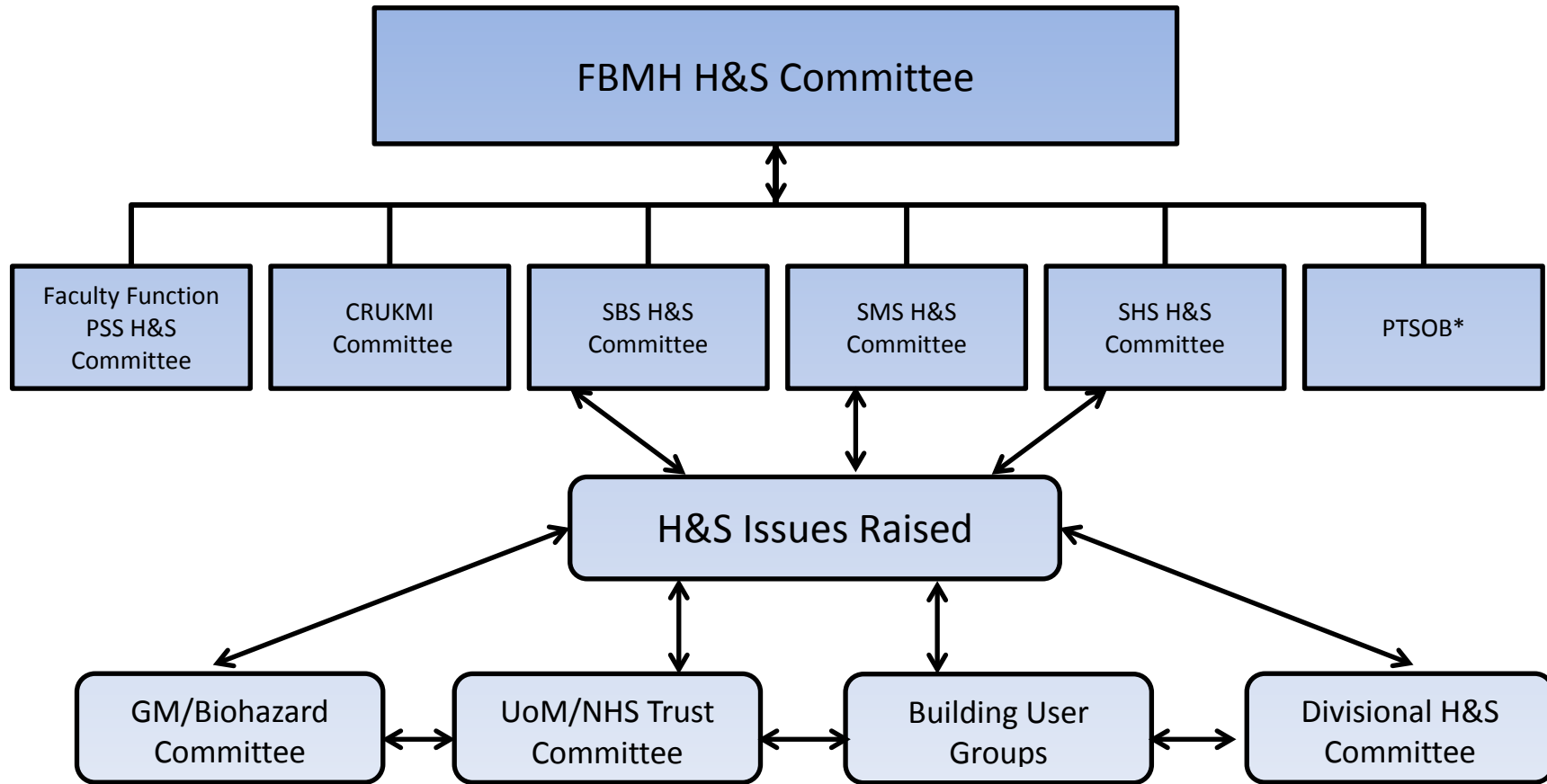
School	Responsible Post	Name
<b>School of Biological Sciences</b>	Head of School	Professor Jane Worthington
Division of Cell Matrix Biology and Regenerative Medicine	Head of Division	Professor Judith Hoyland
Division of Evolution and Genomic Sciences	Head of Division	Professor Simon Hubbard
Division of Infection, Immunity and Respiratory Medicine	Head of Division	Professor Angela Simpson
Division of Molecular and Cellular Function	Head of Division	Professor Dean Jackson
Division of Musculoskeletal and Dermatological Sciences	Head of Division	Professor Anne Barton
Division of Neuroscience and Experimental Psychology	Head of Division	Professor Daniela Montaldi

### List of Chairs of School and Divisional Health and Committees

School	Role	Name
<b>School of Biological Sciences</b>	Head of School	Professor Jane Worthington
Division of Cell Matrix Biology and Regenerative Medicine	Division Health and Safety Lead	Dr Caroline Milner
Division of Evolution and Genomic Sciences	Division Health and Safety Lead	Dr Simon Clark
Division of Infection, Immunity and Respiratory Medicine	Division Health and Safety Lead	Dr Rebecca Dearman
Division of Molecular and Cellular Function	Division Health and Safety Lead	Professor Dean Jackson
Division of Musculoskeletal and Dermatological Sciences	Division Health and Safety Lead	Dr Rachel Watson
Division of Neuroscience and Experimental Psychology	Division Health and Safety Lead	Dr Jason Taylor

Note: These roles and names are correct as of February 2017; any updates will be posted on the FBMH Health and Safety Intranet

Appendix 2



\*Platform Technologies, Strategy and Oversight Board